

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima Vice Chair

Tom Lund, Bernie Erickson

John Vander Leest, Andy Nicholson, Patrick Evans

EXECUTIVE COMMITTEE

Monday, January 11, 2010

6:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

**** Presentation of Veridocs ****

By Dennis Nelson, Chairman

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of December 7, 2009.

Comments from the Public

Communications

1. Communication from Supervisor Knier -- Ask for a modification to Section 2.03(3)(e) to include a provision for emergency contracting. *Held for one month.*
2. Communication from Supervisor Williams and Supervisor Knier -- To adjust the Classification and Compensation Plan for Brown County Employees downward two steps. (Referred from December County Board.) *Motion at Administration Cmte: Hold until January meeting.*
3. Communication from Supervisor Vander Leest -- Request for an audit of all countywide benefit programs and to report back to the Executive Committee with those findings and for any internal controls needed to protect the county taxpayer. (Referred from December County Board.)

Legal Bills

4. Review and Possible Action on Legal Bills to be paid.

Reports

5. Internal Auditor Report.
 - a. 2009 Audit Plan -- Work Completed
 - b. Budget Status Financial Report for November 30, 2009.
 - c. Other.

6. County Executive Report.
 - a. Budget Status Financial Report for November 30, 2009.
7. Labor Negotiator Report.
8. Board Attorney Report.
 - a. Hiring Freeze Policy

Standing Item

9. Review Brown County requirements of ID when applying for any Social Services from the County.

Request to Fill Positions

10. Request to fill Vacancy: 1st Mechanic – Highway Department. *Motion at PD&T Cmte: To approve.*
11. Request to fill Vacancy: Sanitary Inspector. *Motion at PD&T Cmte: To refer to Human Resources to work with staff to eliminate the Sanitary Inspector position and create a new administrative position and bring back to committee in January.*
12. Request to fill for the following Vacancies:
 - a. AODA II, Social Worker/Case Manager (Long-term Support for Elderly & Physically Disabled Services)
 - b. AODA Clinical Supervisor
 - c. MDS (Minimum Data Set) RN
 - d. Nursing Home Administrator

Resolution, Ordinances

13. Ordinance re: To Create Sec. 30.08 of the Brown County Code Entitled “Pawn Brokers and Secondhand Article and Jewelry Dealers.” *Held for one month.*
14. Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled “Purchase and Sale of Scrap Metal.” *Held for one month.*

Closed Session

15. A closed session pursuant to sec. 19.85(1)(c), Stats., to discuss strategy for labor negotiations regarding furloughs.

Other

16. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, December 7, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Bernie Erickson, Tom Lund, Andy Nicholson, Mary Scray, Guy Zima
Excused: Pat Evans, John VanderLeest
Also Present: Jayme Sellen, Debbie Klarkowski, Sara Perrizo; Fred Mohr, John Luetscher
Dave Maccaux – Schenk, SC; Other Interested Parties

I. Call Meeting to Order:

The meeting was called to order by Guy Zima at 6:05 until the arrival of Chair Mary Scray at 6:10 p.m.

II. Approve/Modify Agenda:

Items were taken out of order, although shown in proper format here.

Motion made by Supervisor Nicholson and seconded by Supervisor Erickson to approve the agenda as modified.

MOTION APPROVED UNANIMOUSLY

III. Approve/Modify Minutes of November 4, 2009:

Motion made by Supervisor Nicholson and seconded by Supervisor Lund to approve the minutes. MOTION APPROVED UNANIMOUSLY

Comments from the Public/Such Other Matters as Authorized by Law:

Communications:

1. **Communication from Supervisor Warpinski re: To amend Chapter 2.04 (1)(d) of the Brown County Code to strike and replace the word “secret” with the word “open”. (Referred back as per the September County Board):**

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to receive and place on file. MOTION APPROVED UNANIMOUSLY

2. **Communication from Supervisor Erickson re: Brown County should look at having drug offenders register their current addresses so residents have knowledge of who is living in their neighborhoods. (Motion at October meeting: To hold until December and have the District Attorney’s office get any websites or gather information as to what is already out there):**

Supervisor Erickson recommended this item be received, stating the request has been resolved.

Motion made by Supervisor Nicholson and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Clancy re: I would like the Public Safety Committee to be briefed at the November or December meeting re: the radio**

**operability study, cost implementation, timing, and funding mechanics.
(Motion at October meeting: To hold until December):**

Supervisor Nicholson reported that this item was addressed at the last Public Safety Committee meeting.

Motion made by Supervisor Nicholson and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

4. **Communication from Supervisor Knier re: Ask for a modification to Section 2.03 (3)(e) to include a provision for emergency contracting. (Referred from November County Board):**

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

(Move to #6a on the agenda)

Legal Bills:

5. **Review and Possible Action on Legal Bills to be paid:**
 - a. **Review and Possible Action on Davis & Kuelthau bills with additional detail:**

Bills from Davis & Kuelthau totaling \$3,513.12 were approved for payment, in addition to those of Attorneys Fred Mohr and Gary Wickert.

Charges from the firm of Simandl & Prentice for copying were questioned and Attorney Mohr was directed to negotiate the cost.

Motion made by Supervisor Lund and seconded by Supervisor Zima to pay legal bills, except for that of Simandl & Prentice which will be negotiated by Fred Mohr. Ayes: Erickson, Lund, Scray, Zima; Nays: Nicholson; MOTION APPROVED 4-1

Reports:

6. **Internal Auditor Report:**
 - a. **Presentation by Shenck SC, re: 2008 Comprehensive Annual Financial Report (CAFR):**

Dave Maccaux, Vice President of Shenck was introduced. Mr. Maccaux referred to the Comprehensive Annual Financial Report and Management Letter previously distributed, pointing out that Brown County has again received an award for Excellence in Financial Reporting for 2008. Key items in the financial report were highlighted, with Mr. Maccaux reporting that all appropriate disclosures have been made and Brown County has been issued a qualified opinion on compliance.

The Management Letter, a communication to the County Board, states that no interim controls or compliance findings were disclosed. Maccaux stated it is his opinion that Brown County is in excellent financial standing going into the 2009 budget year.

Supervisor Scray arrived 6:10 p.m.

**Motion made by Supervisor Erickson and seconded by Supervisor Nicholson to receive and place on file.
MOTION APPROVED UNANIMOUSLY**

- b. **Report on Review of Airport Concessionaire Contract:**
Sara Perrizo reported that at the direction of this committee, she conducted a high level review of the concessionaire contracts at the Austin Straubel Airport. Her findings show that the Director and staff monitor the contracts very closely to ensure compliance by vendors. This monitoring includes a monthly review of sales, along with a quarterly audit of the parking lot operation. Annually, one of the concessionaires is randomly selected to be audited. Ms. Perrizo concluded that the contracts at the airport are effectively managed and monitored, stating that controls are in place and are enforced in a manner providing any deterrent against fraud.

**Motion made by Supervisor Lund and seconded by Supervisor Nicholson to receive and place on file.
MOTION APPROVED UNANIMOUSLY**

- c. **Budget Status Financial Report for September and October 2009:**

**Motion made by Supervisor Lund and seconded by Supervisor Nicholson to receive and place on file.
MOTION APPROVED UNANIMOUSLY**

- d. **Other: None**

7. **County Executive Report:**

- a. **Budget Status Financial Report for October 2009:**

Motion made by Supervisor Lund and seconded by Supervisor Zima to receive and place on file. MOTION APPROVED UNANIMOUSLY

8. **Labor Negotiator Report:**
No Report

9. **Board Attorney Report:**

Per a request at the last meeting regarding criminal penalties for forging documents, Attorney Fred Mohr reported the following findings:

- Driver's License Forgery – Class A Misdemeanor – 9 months jail time, \$10,000 fine.
- Forged Birth Certificate – Class A Felony – 6 years jail time, \$10,000 fine

Motion made by Supervisor Lund and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY

Standing Item:

10. **Review Brown County requirements of ID when applying for any Social Services from the County:**

Chair Scray stated she is still in the process of gathering and receiving information regarding this issue. Supervisor Erickson informed the committee that he has contact information for a company which offers a device to detect fraudulent ID's which could be used by the Social Services Department. He agreed to contact them to make a presentation at the January meeting.

Motion made by Supervisor Zima and seconded by Supervisor Erickson to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

Request to Fill Positions:

11. **Approval of two Human Resource Analysis Roles (Motion at Admin: To Approve):**

Debbie Klarkowski explained that a Human Resources Analyst position has been vacant since the 2nd quarter of 2009, allowing the department to explore alternatives. During this period of time, the Benefits Program Coordinator has assumed some of these duties. After review, the decision was made to eliminate the Benefits Program Coordinator position assuming that these duties could be absorbed by other positions. Filling the Analyst role will provide additional timely support in performance management, staffing level analysis, LEAN initiatives, and contract interpretation, Klarkowski stated. Staff recommendation is to fill the FT Human Resources Analyst position, currently budgeted in the Table of Organization with no fiscal impact (attached).

Motion made by Supervisor Zima and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

12. **Request to fill Administrative Secretary positions at Corporation Counsel Office (Motion at Admin: To Approve:**

Corporation Counsel, John Luetscher, explained that the Administrative Secretary has resigned her position. This position provides support for mental health commitments, TPR, and CHIPS cases, also prepares witness lists, motions, and filings, drafts routine letters regarding notice of upcoming hearings, coordinates calendar for guardianship files and hearings, etc., and provides information on the court process. The recommendation of the Human Resources Department and the Corporation Counsel is to fill the position.

Motion made by Supervisor Zima and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

Resolutions/Ordinances:

13. **Resolution re: To Support brown county Voluntary Unpaid Leave Program for 2010:**

Motion made by Supervisor Erickson and seconded by Supervisor Zima to approve. MOTION APPROVED UNANIMOUSLY

14. **Resolution re: In Support of Federal Funding for Welfare Fraud investigation:**

This resolution drafted by Supervisor Lund was addressed, with him explaining that Brown County will spend over \$115,000 off the tax levy to support welfare fraud investigation in the 2010 budget. He opinion is that the Federal government should reimburse the County for the cost of this investigation. The resolution requests that Congressional representatives support legislation which would require all counties to

hire fraud investigators in proportion to their population and that the costs for this service be paid by federal funding. Lund asked that the County Board support this resolution.

Motion made by Supervisor Lund and seconded by Supervisor Nicholson to approve. MOTION APPROVED UNANIMOUSLY

(Supervisor Lund excused 6:25 p.m.)

15. **Resolution re: To improve record keeping and Corporation Counsel approval of Resolutions and Ordinances:**

Motion made by Supervisor Zima and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY

16. **Ordinance re: To create Sec 30.09 of the Brown County Code entitled "Purchase and Sale of Scrap Metal" (Also on 12/3/09 Public Safety):**

Motion made by Supervisor Nicholson and seconded by Supervisor Zima to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

17. **Ordinance re: To create Sec 30.08 of the Brown County Code entitled "Pawn Brokers and Secondhand Article and Jewelry Dealers". (Also on 12/3/09 Public Safety):**

Motion made by Supervisor Nicholson and seconded by Supervisor Zima to hold until January 2010 meeting. MOTION APPROVED UNANIMOUSLY

18. **Closed Session: Pursuant to Sec 19.85 (1)(e) Wis. Stats., considering dismissal, demotion, licensing, or discipline of any public employee. The affected employee has the right to demand that the evidentiary hearing be held in open session:**

**Motion made by Supervisor Zima and seconded by Supervisor Scray to enter into closed session at 6:35 p.m. Ayes: Erickson, Lund, Scray, Zima
Nays: Nicholson; MOTION APPROVED 4-1**

Recording Secretary excused 6:40 p.m.

Motion made by Supervisor Zima and seconded by Supervisor Erickson to return to regular order of business. MOTION APPROVED UNANIMOUSLY

19. **Such Other Matters as Authorized by Law:**

January Agenda:

- Presentation re: Device to Detect Fraudulent ID's which could be used by the Social Service Department – B. Erickson

Motion made by Supervisor Zima and seconded by Supervisor Erickson to adjourn at 7:20 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,
Rae G. Knippel, Recording Secretary

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 11-9-09

Agenda No.: _____

Motion from the Floor

I make the following motion:

Ask for a modification to
Section 2.03(3)(e) to
include a provision for emergency
contracting.

Signed:

Julie [Signature]

District No.

17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

12/16/09

Agenda No.:

12a

Motion from the Floor

I make the following motion:

TO ADJUST THE CLASSIFICATION & COMPENSATION PLAN
FOR BROWN COUNTY, DOWNWARD TWO STEPS
employees

Signed:

Will + Julie Knier

District No.

18 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

Agenda No.:

Executive Committee

Motion from the Floor

I make the following motion:

Request for an audit of all
Countywide benefit programs and
to report back to the Executive
Committee with those findings and
for any internal controls needed
to protect the County taxpayer.

Signed:

John Vlt

District No.

11th

(Please deliver to County Clerk after motion is made for recording into minutes.)

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR JANUARY 11, 2010 MEETING FOR APPROVAL AND PAYMENT						
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR		
Atty. Frederick Mohr	4534	11/30/2009	1765.50	Corporation Counsel, Miscellaneous, Hobart Suit Prisoner Transport, 1901E, Van Vonderen, Sheriff's Dept (Adams/Lantagne), Teamsters, Library, Telecommunicators, Medical Examiners		
	4535	11/30/2009	\$643.50			
Michael, Best & Friedrich	1088909	12/18/2009	562.50	Fox River Disposal Issues		
	1088910	12/18/2009	693.47	Fox River Cleanup - Insurance API and NCR v. George A.		
	1088911	12/18/2009	5,290.00	Whiting, et al		

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

RECEIVED

DEC 02 2009

BROWN COUNTY
C/O DEBBIE KLARKOWSKI
PO BOX 23600
GREEN BAY WI 54305-3600

Human Resources

Page: 1
November 30, 2009
Account No: 2646M

Corp. Counsel

Current
Work

Corporation Counsel

~~0~~

~~\$2,384.03~~

Miscellaneous

78.00

~~\$1,172.25~~

Hobart Suit

1,687.50

~~\$3,294.25~~

1765.50

~~\$6,850.53~~

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY
C/O DEBBIE KLARKOWSKI
PO BOX 23600
GREEN BAY WI 54305-3600

Page: 1
November 30, 2009
Account No: 2646-0M
Statement No: 4534

Corporation Counsel

Previous Balance ~~\$2,384.03~~

Balance Due \$2,384.03

Account No: 2646-5M
Statement No: 4534

Miscellaneous

Previous Balance ~~\$1,299.25~~

	Hours	
Attention to Letter from Attorney Nicks	0.20	39.00

Attention to Letter from Attorney Nicks	0.20	39.00
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For Current Services Rendered	0.40	78.00
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Total Current Work		<u>78.00</u>
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11/06/09 Less Payment Received		-205.00
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Balance Due \$1,172.25

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY

Hobart Suit

Page: 2

November 30, 2009

Account No: 2646-6M

Statement No: 4534

Previous Balance		\$3,088.75
	Hours	
Attention to Letter from Nickel	0.20	39.00
Drafting of Brief	1.50	292.50
Drafting of Affidavit	0.60	117.00
Telephone Conference with Nickel	0.20	39.00
Drafting of Brief	1.00	195.00
Drafting of Affidavit	0.40	78.00
Letter to Nickel	0.20	39.00
Drafting of Brief	1.50	292.50
Drafting of Brief	1.40	273.00
Attention to Letter from Nickel	0.20	39.00
Drafting of Brief	0.40	78.00
Letter to Nickel	0.20	39.00
Attention to Letter from Nickel	0.20	39.00
Letter to Nickel	0.20	39.00
Drafting of Affidavit	0.20	39.00
Letter to Judge	0.20	39.00
For Current Services Rendered	8.60	1,677.00
Photocopy Expense		10.50
Total Expenses		10.50

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY

Hobart Suit

Page: 3

November 30, 2009

Account No: 2646-6M

Statement No: 4534

Total Current Work	1,687.50
11/06/09 Less Payment Received	-1,482.00
Balance Due	<u>\$3,294.25</u>
Total Balance Due	<u>\$6,850.53</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

RECEIVED

Tel: (920) 437-5441 Fax: (920) 437-5443

DEC 03 2009

Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
November 30, 2009
Account No: 2647M

		<u>Current Work</u>	
Corp. Counsel	Prisoner Transport	117.00	\$117.00
	1901E	0	\$175.50
	Van Vonderen	0	\$0.00
HR	Sheriff's Dept. (Adams/Lantagne)	117.00	\$1,950.00
HR	Teamsters	370.50	\$1,053.00
	Library	0	\$0.00
	Telecommunicators	0	\$234.00
HR	Medical Examiners	39.00	\$507.00
		<u>643.50</u>	<u><u>\$4,036.50</u></u>

Corp. Counsel

HR

117.00
526.50
643.50

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
November 30, 2009
Account No: 2647-1M
Statement No: 4535

Prisoner Transport

	Hours	
Attention to Letter from Supreme Court	0.20	39.00
Letter to Sheriff	0.20	39.00
Attention to Letter from Appeals Clerk	0.20	39.00
For Current Services Rendered	0.60	117.00
Total Current Work		117.00

Balance Due \$117.00

Account No: 2647-2M
Statement No: 4535

1901E

Previous Balance ~~\$214.50~~

11/06/09 Less Payment Received -39.00

Balance Due ~~\$175.50~~

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Van Vonderen

Page: 2

November 30, 2009

Account No: 2647-3M

Statement No: 4535

Previous Balance

~~\$351.00~~

11/06/09 Less Payment Received

-351.00

Balance Due

\$0.00

Account No: 2647-4M

Statement No: 4535

Sheriff's Dept. (Adams/Lantagne)

Previous Balance

~~\$2,652.00~~

Telephone Conference with Arbitrator

Hours

0.20 39.00

Letter to Attorney Cermele

0.20 39.00

Attention to Letter from Attorney Cermele

0.20 39.00

For Current Services Rendered

0.60 117.00

Total Current Work

117.00

11/06/09 Less Payment Received

-819.00

Balance Due

\$1,950.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Teamsters

Page: 3

November 30, 2009

Account No: 2647-5M

Statement No: 4535

Previous Balance		\$916.50
	Hours	
Review of Complaint	0.30	58.50
Attention to Letter from WERC	0.20	39.00
Telephone Conference with Arbitrator	0.20	39.00
Letter to Kirchman	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Letter to Kirchman	0.20	39.00
Letter to Debbie	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
For Current Services Rendered	1.90	370.50
Total Current Work		<u>370.50</u>
11/06/09 Less Payment Received		-234.00
Balance Due		<u><u>\$1,053.00</u></u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Library

Page: 4

November 30, 2009

Account No: 2647-7M

Statement No: 4535

Previous Balance

~~\$78.00~~

11/06/09 Less Payment Received

-78.00

Balance Due

\$0.00

Account No: 2647-8M

Statement No: 4535

Telecommunicators

Previous Balance

~~\$234.00~~

Balance Due

~~\$234.00~~

Account No: 2647-9M

Statement No: 4535

Medical Examiners

Previous Balance

~~\$507.00~~

Letter to Kay

Hours

0.20

39.00

For Current Services Rendered

0.20

39.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Medical Examiners

Page: 5

November 30, 2009

Account No: 2647-9M

Statement No: 4535

Total Current Work	39.00
11/06/09 Less Payment Received	-39.00
Balance Due	\$507.00
Total Balance Due	<u><u>\$4,036.50</u></u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

December 18, 2009
Invoice No. 1088909

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1088909

For Professional services rendered through November 30, 2009, as follows:

Matter: 018236-0026 Fox River Disposal Issues

11/13/09 L Bochert	Telephone conversation with Mr. Haen with respect to communication with various industries on Fox River concerning long term dredging issues; confer with DACrass and IAPitz with respect to same; prepare draft email communication for Mr. Haen to communicate with industries on Fox River to determine their level of interest in pursuing some revisions to state and EPA position; telephone conversations with Mr. Haen with respect to same.	1.50	\$562.50
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Total Hours	1.50	
Total Services		\$562.50

Total This Matter	\$562.50
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Balance from previous statement	\$112.30
Payments received	(112.30)
Current Balance	<u>\$562.50</u>

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

December 18, 2009
Invoice No. 1088909

Matter: 018236-0026 Fox River Disposal Issues

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
L Bochart	Partner	1.5	\$375.00	\$562.50
Totals		1.50		\$562.50

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

December 18, 2009
Invoice No. 1088910

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1088910

For Professional services rendered through November 30, 2009, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

11/2/09	C Smith	Review payment received from Nationwide; telephone conference with LHBochert regarding same; revise payment tracking chart; correspondence to Attorney Luetscher forwarding payment.	0.30	\$96.00
11/11/09	C Smith	Telephone conference calls with and emails to/from Attorney Skardon regarding CNA defense issues.	0.30	\$96.00
11/13/09	C Smith	Correspondence to Attorney Skardon providing copies of Wausau policies.	0.10	\$32.00
11/19/09	C Smith	Correspondence to Mr. Beacham tendering defense costs; update defense costs tracking chart.	0.20	\$64.00
11/20/09	C Smith	Review correspondence received from Attorney May regarding CNA's acceptance of defense subject to reservation of rights; emails to/from Attorney Luetscher regarding same; emails to/from Attorney Skardon providing requested information.	0.40	\$128.00
11/27/09	C Smith	Assemble requested invoices for CNA.	0.50	\$160.00

Total Hours 1.80

Total Services \$576.00

Disbursements:

11/02/2009	Photocopying	108.30
	Federal Express Delivery	9.17

Disbursements Total \$117.47

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH



One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

December 18, 2009
Invoice No. 1088910

Matter: 018236-0042 Fox River Cleanup - Insurance

Total This Matter	\$693.47
Balance from previous statement	\$227.90
Payments received	0.00
Current Balance	<u>\$921.37</u>



IN ACCOUNT WITH

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& FRIEDRICH LLP

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Client: 018236

Page 3

December 18, 2009
Invoice No. 1088910

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
C Smith	Partner	1.8	\$320.00	\$576.00
Totals		1.80		\$576.00

MICHAEL BEST
& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

December 18, 2009
Invoice No. 1088911

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1088911

For Professional services rendered through November 30, 2009, as follows:

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

11/2/09	I Pitz	Emails with LHBochert regarding Dean Haen's meetings concerning port dredging.	0.70	\$262.50
11/2/09	D Crass	Review new guidance documents from EPA regarding speeding RD/RA settlement negotiations and revised model consent decree provisions.	2.50	\$1,062.50
11/6/09	S Kuhl	Index/Code production BCHC documents.	4.00	\$240.00
11/10/09	I Pitz	Telephone conference with Mr. Murray, counsel for NewPage, regarding trial scheduling, case management conference, efforts to settle with Government; review case management order and hearing notice; telephone conference with Attorney Warpinski, counsel for Green Bay, regarding case management conference.	1.40	\$525.00
11/11/09	I Pitz	Receive updates from Attorneys Murray and Warpinski regarding case management conference.	0.90	\$337.50
11/13/09	D Crass	Exchange email communication regarding advice to client.	0.20	\$85.00
11/13/09	I Pitz	Consult with LHBochert regarding Mr. Haen's communication with port users regarding dredging concerns.	0.50	\$187.50
11/16/09	I Pitz	Discussion with LHBochert regarding various issues; participate in co-defendant conference call.	0.90	\$337.50
11/16/09	D Crass	Review brief in opposition to motion on de minimis consent decree filed by Appleton Papers and NCR; prepare email communication to client regarding same.	1.50	\$637.50
11/17/09	I Pitz	Review joint defense agreement; read plaintiffs' opposition to de minimus settlement; read letter regarding navigation dredging and discuss same with LHBochert.	1.80	\$675.00
11/30/09	R Exum	Summarize and log Brown County documents onto document database.	3.50	\$490.00
11/30/09	I Pitz	Conference call with co-defense counsel to discuss strategy for and attendance at January trial; update LHBochert regarding same; review media reports on trial.	1.20	\$450.00

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH



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Telephone 608.257.3501

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Client: 018236

Page 2

December 18, 2009
Invoice No. 1088911

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

Total Hours	19.10
Total Services	\$5,290.00
Total This Matter	\$5,290.00
Balance from previous statement	\$16,875.50
Payments received	(9,900.50)
Current Balance	<u>\$12,265.00</u>



IN ACCOUNT WITH



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P.O. Box 1806
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FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 3

December 18, 2009
Invoice No. 1088911

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
D Crass	Partner	4.2	\$425.00	\$1,785.00
I Pitz	Partner	7.4	\$375.00	\$2,775.00
R Exum	Paralegal	3.5	\$140.00	\$490.00
S Kuhl	Litigation Asst	4	\$60.00	\$240.00
Totals		19.10		\$5,290.00



BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4014 FAX (920) 448-6221
E-mail: perrizo_sj@co.brown.wi.us

SARA J. PERRIZO
INTERNAL AUDITOR

DATE: January 12, 2009

TO: Executive Committee

CC: Guy Zima, County Board Chair

FROM: Sara Perrizo, Internal Auditor *Sara*

RE: 2009 Audit Plan – Work Completed

Listed below are the major projects I completed 2009. Each project notes the department(s) affected and project objective.

2009 Main Projects:

1. General County

- **Audit various County Departments for Compliance with Monetary Internal Control Policies**
 - Phase 1: Develop list of departments to visit (continuation from 2008)
 - Phase 2: Conduct Audits
 - Phase 3: Report findings to County Board
- **LIST OF DEPARTMENTS AUDITED:**
 - Golf Course – March through August 2009
 - Planning and Land Services – April 2009
 - County Board Flower/Coffee Fund – April 2009
 - NEW Zoo – May 2009
 - Airport Vendor Contract Review – September and November 2009

2. General County

- **Continue to work with Department of Administration Staff on Implementation of ERP System**
 - Conduct high level testing
 - Review test results
 - Review Steering Committee reports
- **ATTENDED SEVERAL TRAINING SESSIONS**
- **RECEIVED END-USER TRAINING FOR CRYSTAL REPORTING SOFTWARE AND DEVELOPED VARIOUS REPORTS USING THE SOFTWARE, INCLUDING:**
 - MONTHLY PAYMENTS GREATER THAN \$5,000
 - ANNUAL BUDGET ANALYSIS
 - VENDOR 1099 COUNT REPORT

3. General County

- **Training on Utilization of New World (ERP) system**
 - Reporting
 - Inquiry
- **ATTENDED NUMEROUS END-USER TRAINING SESSIONS PRIOR TO IMPLEMENTATION OF THE SOFTWARE**

4. County Board

- **Assist County Board Supervisors with review of the annual county budget.**

• COMPLETED NOVEMBER 2009

5. General County
 - Address questions and concerns of County departments regarding internal control issues;
 - Address tips received from employee anonymous tip line
 - ANSWERED NUMEROUS INTERNAL CONTROL QUESTIONS FOR VARIOUS DEPARTMENTS
 - ON-GOING THROUGHOUT EACH YEAR
6. General County
 - Coordinate review of vendor appeals filed regarding awards of work where RFP's were done
 - WASTE TRANSFER STATION OPERATION – MAY AND JUNE 2009
7. County Board
 - Conduct special projects for County Board Supervisors at the direction of the County Board Chair and/or Executive Committee
 - SEE BELOW
8. County Board – Standard Monthly Duties
 - Review of Clerk of Courts bank reconciliation
 - Review of County wide financial statements
 - Review of County Board financial statements and preparation of report for Executive Committee
 - ALL MONTHLY DUTIES COMPLETED ON A TIMELY BASIS

ADDITIONAL PROJECTS COMPLETED IN 2009:

1. Research and recommendations on RFP and bid options for Waste Transfer Station hauling contract
2. Attended demonstrations and gave input on investment software programs for the Treasurer's office
3. Attended and participated in 3 LEAN Management training sessions
4. Worked in conjunction with the County Board Administrative Secretary on development and maintenance of new County Board website
5. Conducted a survey of other counties' indirect cost chargeback procedures
6. Worked with County Treasurer and NEW Zoo staff to resolve banking issues at the NEW Zoo
7. Assisted in covering the County Board office (answering telephone calls and e-mails) while the office was short-staffed
8. Research on Wisconsin Retirement System historical rates and payments
9. Research and reporting on drawbacks of roundabouts.
10. County-wide audit of Clothing Allowance expense accounts (January 2009)
11. Research on duties and tasks of Planning and Land Services department
12. Research on rules and regulations of Section 8 housing program
13. Research and compilation of legal bills paid by the County

Should you have any questions or concerns regarding this completed project listing, please feel free to contact me.

Thank you.

11/30/2009

	Annual Budget	YTD Actual
Property Taxes	\$ 758,386	\$ 695,189
Charges for Sales & Services	\$ -	\$ 249
Miscellaneous Revenue	\$ 400	\$ 209
Contributions	\$ -	\$ 4
Personnel Services	\$ 343,827	\$ 298,774
Fringe Benefits and Taxes	\$ 212,324	\$ 153,854
Operations and Maintenance	\$ 66,697	\$ 39,822
Utilities	\$ 1,400	\$ 1,048
Chargebacks	\$ 15,438	\$ 12,354
Contracted Services	\$ 119,100	\$ 107,600

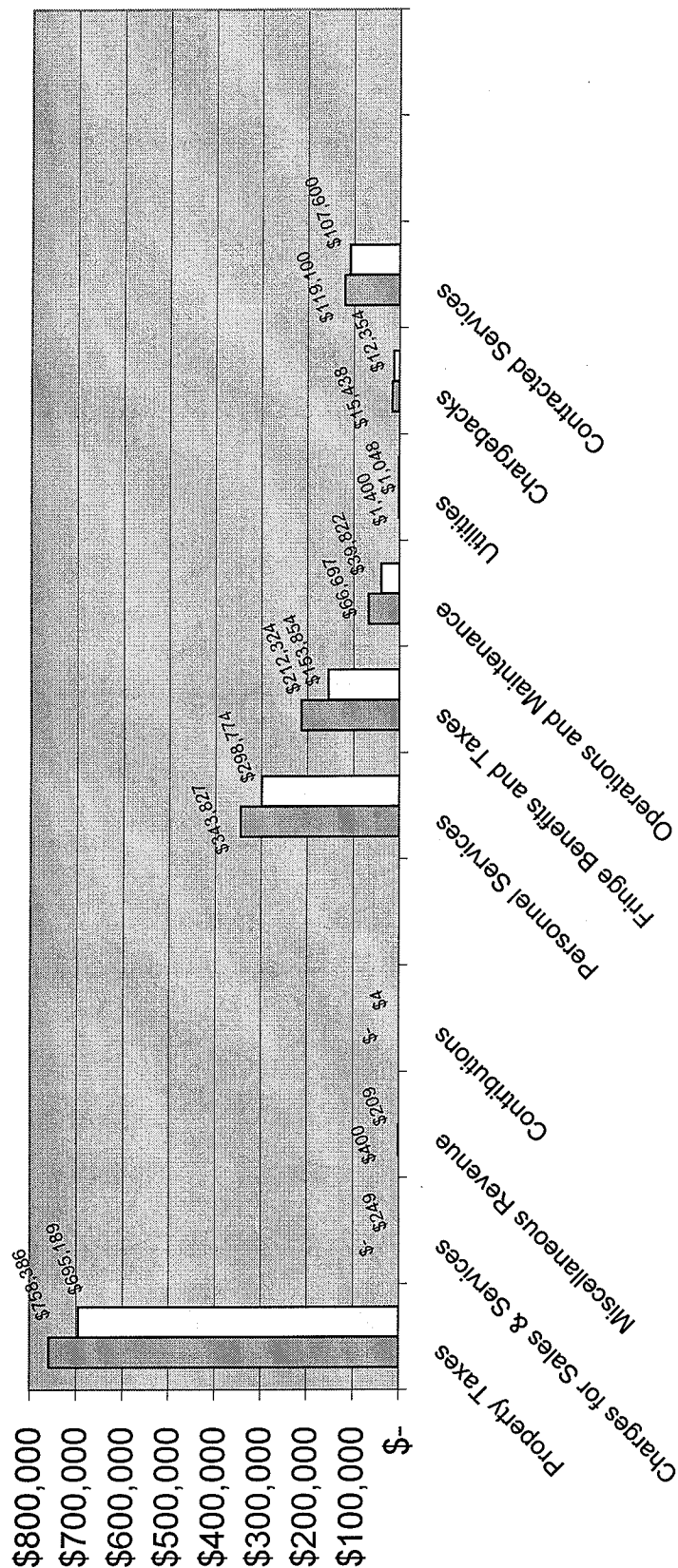
Highlights:

Savings have been experienced in Operations and Maintenance due to reductions in Printing and Postage.

Year-to-date actual amounts reflect full budget usage of Dues and Memberships and the usage of 100% of the Special Accounting and Auditing Budget.

Board of Supervisors - November 30, 2009

■ Annual Budget
□ YTD Actual



November 2009 Budget Report - County Board

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget Less YTD Transactions	Used / Rec'd	%	Prior YTD Total
Revenues										
PTX - Property taxes	758,386.00	0.00	758,386.00	63,199.00	0.00	695,189.00	63,197.00	92%	92%	670,494.00
CSS - Charges for sales and services	0.00	0.00	0.00	0.00	0.00	249.48	(249.48)	+++	+++	0.00
MRV - Miscellaneous revenue	400.00	0.00	400.00	5.00	0.00	209.00	191.00	52%	52%	199.55
CTB - Contributions	0.00	0.00	0.00	0.00	0.00	4.00	(4.00)	+++	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	+++	0.00
Revenue Totals:	\$758,786.00	\$0.00	\$758,786.00	\$63,204.00	\$0.00	\$695,651.48	\$63,134.52	92%	92%	\$670,693.55
Expenditures										
PER - Personnel services	343,827.00	0.00	343,827.00	26,454.56	0.00	298,774.24	45,052.76	87%	87%	303,693.73
FBT - Fringe benefits and taxes	212,324.00	0.00	212,324.00	16,076.93	0.00	153,854.19	58,469.81	72%	72%	166,820.53
SRE - Salaries reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	+++	0.00
OPM - Operations and maintenance	66,697.00	0.00	66,697.00	750.23	0.00	39,821.92	26,875.08	60%	60%	50,865.45
UTL - Utilities	1,400.00	0.00	1,400.00	103.72	0.00	1,048.37	351.63	75%	75%	1,045.18
CHG - Chargebacks	15,438.00	0.00	15,438.00	1,041.66	0.00	12,354.19	3,083.81	80%	80%	20,976.27
CON - Contracted services	119,100.00	0.00	119,100.00	10,500.00	0.00	107,600.00	11,500.00	90%	90%	109,450.00
Expenditure Totals:	\$758,786.00	\$0.00	\$758,786.00	\$54,927.10	\$0.00	\$613,452.91	\$145,333.09	81%	81%	\$652,851.16
Revenue Total:	\$758,786.00	\$0.00	\$758,786.00	\$63,204.00	\$0.00	\$695,651.48	\$63,134.52	92%	92%	\$670,693.55
Expenditure Total:	\$758,786.00	\$0.00	\$758,786.00	\$54,927.10	\$0.00	\$613,452.91	\$145,333.09	81%	81%	\$652,851.16
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$8,276.90	\$0.00	\$82,198.57	(\$82,198.57)			\$17,842.39
Revenue Grand Total:	\$758,786.00	\$0.00	\$758,786.00	\$63,204.00	\$0.00	\$695,651.48	\$63,134.52	92%	92%	\$670,693.55
Expenditure Grand Total:	\$758,786.00	\$0.00	\$758,786.00	\$54,927.10	\$0.00	\$613,452.91	\$145,333.09	81%	81%	\$652,851.16
Grand Total:	\$0.00	\$0.00	\$0.00	\$8,276.90	\$0.00	\$82,198.57	(\$82,198.57)			\$17,842.39

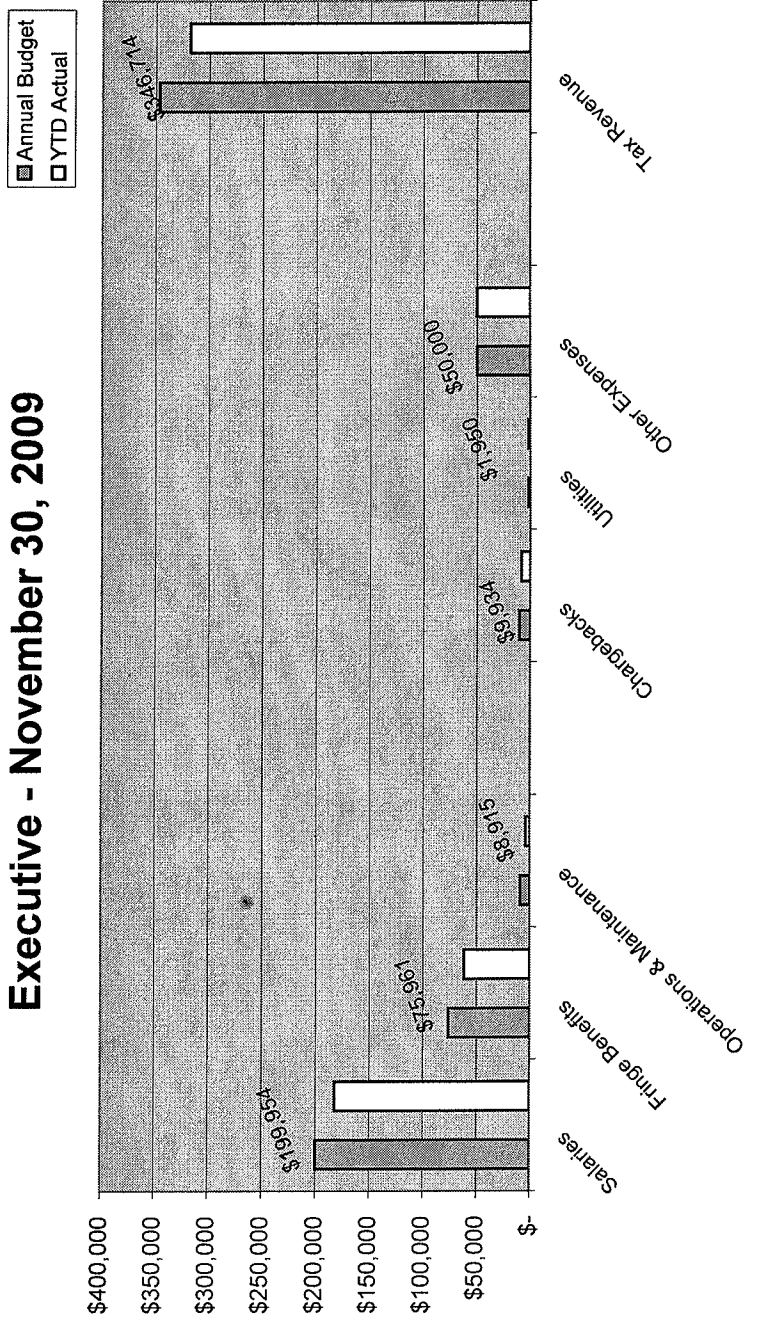
Brown County
Executive
Budget Status Report

11/30/2009

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 199,954	\$ 182,220
Fringe Benefits	\$ 75,961	\$ 61,663
Operations & Maintenance	\$ 8,915	\$ 3,829
Chargebacks	\$ 9,934	\$ 8,104
Utilities	\$ 1,950	\$ 1,755
Other Expenses	\$ 50,000	\$ 50,000
Tax Revenue	\$ 346,714	\$ 317,823

Executive - November 30, 2009



PRODUCTION *Brown Co* PRODUCTION
Executive Budget Report November 2009
 Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget Less YTD Transactions	Used / Rec'd	Prior Year Total
Fund: 100 - GE									
Revenues									
PTX - Property taxes	346,714.00	0.00	346,714.00	28,893.00	0.00	317,823.00	28,891.00	92%	334,466.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,115.00
Revenue Totals:	\$346,714.00	\$0.00	\$346,714.00	\$28,893.00	\$0.00	\$317,823.00	\$28,891.00	92%	\$335,581.00
Expenditures									
PER - Personnel services	199,954.00	0.00	199,954.00	15,420.29	0.00	182,219.57	17,734.43	91%	199,212.09
FBT - Fringe benefits and taxes	75,961.00	0.00	75,961.00	5,787.09	0.00	61,663.24	14,297.76	81%	74,026.57
OPM - Operations and maintenance	8,915.00	0.00	8,915.00	173.13	0.00	3,829.45	5,085.55	43%	3,206.69
UTL - Utilities	1,950.00	0.00	1,950.00	250.96	0.00	1,755.42	194.58	90%	2,049.57
CHG - Chargebacks	9,934.00	0.00	9,934.00	685.31	0.00	8,104.31	1,829.69	82%	6,855.72
CON - Contracted services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,500.00
OTH - Other	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00	100%	50,000.00
Expenditure Totals:	\$346,714.00	\$0.00	\$346,714.00	\$22,316.78	\$0.00	\$307,571.99	\$39,142.01	89%	\$336,850.64
Revenue Total:	\$346,714.00	\$0.00	\$346,714.00	\$28,893.00	\$0.00	\$317,823.00	\$28,891.00	92%	\$335,581.00
Expenditure Total:	\$346,714.00	\$0.00	\$346,714.00	\$22,316.78	\$0.00	\$307,571.99	\$39,142.01	89%	\$336,850.64
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$6,576.22	\$0.00	\$10,251.01	(\$10,251.01)		(\$1,269.64)
Revenue Grand Total:	\$346,714.00	\$0.00	\$346,714.00	\$28,893.00	\$0.00	\$317,823.00	\$28,891.00	92%	\$335,581.00
Expenditure Grand Total:	\$346,714.00	\$0.00	\$346,714.00	\$22,316.78	\$0.00	\$307,571.99	\$39,142.01	89%	\$336,850.64
Grand Total:	\$0.00	\$0.00	\$0.00	\$6,576.22	\$0.00	\$10,251.01	(\$10,251.01)		(\$1,269.64)

HIRING FREEZE POLICY

EFFECTIVE: Immediately

INTRODUCTION

In light of the existing financial constraints generated by the State fiscal crisis, it is imperative that Brown County control costs. The single largest expenditure by local government is personnel. In order to ensure that all positions continue to be needed in light of the tight fiscal constraints under which the County operates, this Hiring Freeze Policy intends to outline a procedure for filling vacant, budgeted positions and proposing the creation of new positions, and shall include both full-time and permanent part-time positions excluding positions operating on a 24/7 schedule.

POLICY

A. Budgeted Positions

When any vacancy occurs in any County Department, the Department Head shall examine departmental operations to determine if Department operations can be maintained without filling the position. The Department Head shall examine the position duties and determine whether those duties can be accomplished through reassignment to other employees within the Department or through departmental reorganization. Care should be taken to ensure that any decisions regarding duty reassignment do not violate existing County agreements with its unionized employees. The Department Head should consult with the Human Resources Department to determine the impact of duty reassignment on existing agreements. The Department Head should also review existing job descriptions, in consultation with the Human Resource Department, to determine if any adjustments or amendments should be made.

After analyzing the need for the position, if the Department Head determines that the position does not need to be filled and can be handled through reassignment of duties without reorganization, the Department Head shall report the decision to the Human Resource Director and to the Department supervising committee. No further action will be required.

If the Department Head determines that the position needs to be filled, he/she shall detail the justification for filling the position in a memo to the Human Resource Director and the County Executive. The memo shall include a summary of the analysis taken by the Department Head regarding alternatives to filling the position and the reasons why the alternatives are not feasible.

The County Executive, Human Resource Director, and the Director of Administration shall review the Department Head's justification for filling the position and determine the budget impact of filling the position.

The County Executive shall forward the Department Head's request to fill the vacant budgeted position on to the Board's Executive Committee with the recommendation on whether the position should be filled.

The Executive Committee shall review the Department Head's request and the County Executive's recommendation and decide whether to authorize filling the vacancy. The Executive Committee's action shall be final. This process should be followed for both union and non-union positions. For union positions, authorization to fill the vacancy should be obtained prior to posting the position in accordance with union contracts.

As part of this process, the Human Resource Director, in consultation with the Department Head, will determine if the job descriptions of either the vacant position or other departmental positions require adjustment or amendment.

B. Unbudgeted Position Creation

In the event that a Department Head determines that departmental needs have changed sufficiently to warrant the addition of a new position, the Department Head shall propose the new position in writing to the County Executive and Human Resource Director.

Prior to presenting a new position proposal to the County Executive, the Department Head shall consult with the Director of Administration to determine the fiscal impact of such new position. The new position proposal memo shall include a brief outline of the new position responsibilities, the projected fiscal impact including any potential offsetting revenues, and Department organization impact.

If after review, the County Executive concurs that the position should be created, the Human Resource Director shall prepare a position description and the County Executive shall forward the Department Head's request to the County Board supervising committee for the Department and to the Executive Committee for review, together with the proposed position description.

If the standing committee and the Executive Committee concur with the recommendation, these committees shall forward their recommendation to the County Board for action.

C. Existing Approval Process

Notwithstanding the adoption of this policy, the approval process for filling vacant positions as set forth in Policy A-1, HR-1 Departmental Reorganization shall be adhered to.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Planning, Development & Transportation Committee
Executive Committee

FROM: Lisa Younk, Human Resources
Brian Lamers, Highway Commissioner

DATE: December 22, 2009

RE: Request to Fill Vacancy: 1st Mechanic – Highway Department

Upon the retirement of a Chief Blacksmith in July, 2009, the Chief Blacksmith position remained open to allow the department time to evaluate the needs. For better versatility within the department and cost savings, the Highway Department recently deleted a vacant blacksmith position and created a 1st Mechanic position.

The 1st Mechanics are skilled shop employees who are cross-trained within the department. They are able to be flexible with equipment maintenance and repair projects, which is necessary with the varied equipment operated by the Highway Department. In a typical 40-hour work week, a mechanic spends 60% of his time on preventive maintenance, 20% performing repair orders, and 20% attending to emergency repairs that must be dealt with immediately.

The current staff of Mechanics is not able to absorb the additional work load, due to the open position. The options are to put preventive and maintenance repair orders on hold, complete the work orders on overtime, or outsource the work projects. None of those options are viable or cost-effective, especially with the increased work load that winter storms cause for the department.

Filling the vacancy of the 1st Mechanic will assist the department in providing quick, efficient, and cost effective responses to equipment needs.

Recommendation: It is recommended by the Human Resources Department to fill the current vacancy of 1st Mechanic. This position is currently in the table of organization and budgeted. Therefore, filling this vacancy will have no additional fiscal impact.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Planning, Development & Transportation Committee
Executive Committee

FROM: Paula Kazik, Human Resources
Chuck Lamine, Planning Director

DATE: December 21, 2009

RE: Request To Fill Vacancy: Sanitary Inspector

The Sanitary Inspector position has been vacant since March of 2007. The position was held open due to a decrease in the number of private onsite wastewater treatment system (POWTS) permits. During the vacancy, the duties of this position were distributed to the Zoning Administrator, Assistant Zoning Administrator, Office Manager, and the Secretary III positions. Some responsibilities of the position that do not have a statutory deadline such as soil test reviews and shoreland inspections have been deferred.

Current changes to Wisconsin Administrative Code 83.255 require that all POWTS be placed on the county's mandatory maintenance program which has significantly increased the workload for the Zoning division within the Planning and Land Services (PALS) Department. The number of POWTS on the maintenance program has increased from 6,200 to 10,650. This increase in numbers as well as the increase in the annual POWTS maintenance fee from \$11 to \$16 will provide adequate funding to pay for the Sanitary Inspector position without the use of levy funds. Additionally, the county is continuing to see an increase in the number of aerobic treatment units which require more maintenance and oversight.

Failure to fill this position will result in the county not meeting the minimum requirements of COMM 83, NR115, and NR116. Failure to complete shoreland inspections could result in structures being improperly placed and costly enforcement action that could be avoided.

Recommendation: It is recommended by the Human Resources Department to fill the current vacancy of Sanitary Inspector. This position is currently in the table of organization and budgeted. Therefore, filling this vacancy will have no additional fiscal impact.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager

FROM: Deb Seidel, Human Resources
Brian Shoup, Human Services Director

DATE: December 30, 2009

RE: Request to fill for the following Vacancies:

- AODA II, Social Worker/Case Manager (Long-term Support for Elderly & Physically Disabled Services)
- AODA Clinical Supervisor
- MDS (Minimum Data Set) RN
- Nursing Home Administrator

AODA II: The AODA II position in Community Programs is vacant due to an employee posting into another position as of August 3, 2009; however, this position was held open until the budget process was complete. This position:

- Carries an average case load of 20-25 and in addition, another 40-50 homeless individuals.
- Works with walk-in clients and provides screening for residential treatment, for the jail and hospitals.
- Works outreach programs and provides services and referral to the clients with AODA issues.

Social Worker/Case Manager: The Social Worker/Case Manager for Long Term Support for the Elderly & Physically Disable Services is vacant due to a recent retirement on December 24, 2009.

- Part of the Community Options Long Term Support (COP) program that is mandated by the State.
- Responsible for approximately 42 cases on the average.
- Generates income for the time the Social Worker/Case Manager is involved in case management.
- Without filling this position the waiting list would increase due to lack of case management resources to enroll new cases and revenues would be lost.

AODA Clinical Supervisor: The AODA Clinical Supervisor resigned effective December 18, 2009. This is a key leadership position and responsible:

- Provides clinical supervision to eleven AODA Social Workers/Case Managers and the Drug Court Coordinator.
- Administers county programs for Alcohol and Other Drug Abuse and co-occurring disorder services and develops programs for compliance with Federal, State, and Local agency guidelines, regulations and laws.
- Oversees the Intoxicated Driver Program Coordinator and assures program compliance with Wisconsin Department of Transportation and the Department of Health Services regulations.
- Prepares and administers annual budget for assigned programs and is responsible for the spending of appropriated funds.

MDS (Minimum Data Set) RN: The MDS RN position has been vacant since July 2009 due to the employee accepting the Nursing Home Unit Manager position. The purpose of this position is to perform administrative and management functions in coordinating the MDS to gain maximum revenue for the facility. In this role the individual:

- Coordinates the information regarding the care level of the resident and transmits the information to the State. This information determines funding for the nursing home based on the Resources Utilization Group level.
- Provides oversight of Medicare A referrals and determines whether the facility would profit or take a loss of the Medicare A referral.
- Completes the care plans for all nursing home residents.
- Assist the Nurse Management Team in House Manager Supervision and admissions.
- Assists nursing administration with oversight and implementation of Infection Control policies.

Nursing Services Administrator: The Nursing Services Administrator position has been vacant since April 2009. This position is a key leadership position of the Nursing Home at the Community Treatment Center as it:

- Oversees the supervision the Nursing Department and is responsible for the overall operation of the nursing home.
- Prepares annual budget and departmental action plan consistent with institutional goals and objectives.
- Utilizes client acuity system to determine staffing, monitors nursing services staffing schedule to provide adequate coverage and quality nursing care.
- Ensures compliance with State and Federal Regulations.
- State mandated DHS 132.62 Nursing Services (1 & 2).

Recommendation: Human Resources reviewed the requested positions listed above and recommends filling the positions as they are critical to the success of numerous Human Services Programs. The positions are currently in the 2010 table of organization and budgeted.

Therefore, filling this vacancy will have no additional fiscal impact.

Date: _____

AN ORDINANCE TO CREATE SEC. 30.08 OF THE BROWN
COUNTY CODE ENTITLED "PAWN BROKERS AND
SECONDHAND ARTICLE AND JEWELRY DEALERS"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 -

Sec. 30.08 of the Brown County Code entitled "PAWN BROKERS AND SECONDHAND ARTICLE AND JEWELRY DEALERS" is hereby created to read as follows:

(1) **PURPOSE AND STATUTORY AUTHORITY.** Section 134.71, Wis. Stats., is hereby adopted and, by reference, made a part of this chapter with the same force and effect as though fully set out herein notwithstanding the below Subsections. Failure to comply with any of the provisions of this ordinance shall constitute a violation of this chapter, punishable according to the penalties set forth in §1.07 of the Brown County Code of Ordinances.

(2) DEFINITIONS:

(a) Article. Any item of value, excluding only motor vehicles, large appliances, furniture, books, and clothing other than furs.

(b) Reportable Transaction. Every transaction conducted by a pawnbroker, secondhand article and jewelry dealers in which an article or articles are received through a pawn, purchase, consignment, or trade, or in which a pawn is renewed, extended, voided, or redeemed, or for which a unique transaction number or identifier is generated by their point-of-sale software, and is reportable except:

(1) The bulk purchase or consignment of new or used articles from a merchant, manufacturer, or wholesaler having an established permanent place of business, and the retail sale of said articles, provided the pawnbroker must maintain a record of such purchase or consignment that describes each item, and must mark each item in a manner that relates it to that transaction record.

(2) Retail and wholesale sales of articles originally received by pawn or purchase, and for which all applicable hold and/or redemption periods have expired.

(c) Secondhand article dealer. Any person, other than an auctioneer, who engages in the business of purchasing or selling secondhand articles, with exceptions as stated in Wis. Stats. Sec. 134.71 (1) (g).

(d) Responsible Law Enforcement Agency.

The Responsible Law Enforcement Agency (RLEA) is the entity with the responsibility to collect the data to be furnished by the secondhand article dealer pursuant to this ordinance. The sheriff shall notify dealers subject to this ordinance if the RLEA changes in the future.

(1) WHEN DIGITAL PHOTOS ARE REQUIRED.

(1) The licensee must also take a color, digitized photograph of every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed, excluding only electronic media. One group photo shall suffice for mass items such as several coins acquired in one transaction. If a photograph is taken, it must be at least two (2) inches in length by two (2) inches in width and must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. Such photographs must be available to the RLEA upon request. Items photographed must be accurately depicted and submitted as digital images, in a format specified by the issuing authority, electronically cross-referenced to the reportable transaction they are associated with. Entries of required digital images shall be retained a minimum of ninety (90) days.

(2) DAILY REPORTS TO RESPONSIBLE LAW ENFORCEMENT AGENCY.

(1) Pawnbrokers and secondhand article and jewelry dealers must submit every reportable transaction to the Responsible Law Enforcement Agency (RLEA) daily in the following manner. Pawnbrokers and secondhand article and jewelry dealers must provide to the police department all required information pursuant to State Statute, by transferring it from their computer to the web server via modem designated by the RLEA. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the RLEA using procedures that address security concerns of the pawnbroker or secondhand article and jewelry dealer and the police department. The pawnbroker or secondhand article and jewelry dealer must display a sign of sufficient size in a conspicuous place on the premises, which informs all patrons that all transactions are reported daily to the RLEA..

(2) If a pawnbroker or secondhand article and jewelry dealer is unable to successfully transfer the required reports by modem, the pawnbroker or secondhand article and jewelry dealer must provide the RLEA with printed copies of all reportable transactions by 12:00 noon the next business day.

(3) If a problem is determined to be in the pawnbroker's or secondhand article and jewelry dealer's system and is not corrected by the close of the first business day following the failure, the pawnbroker or secondhand article and jewelry dealer must provide the required reports as detailed in State Statute, and shall be charged a daily reporting failure fee of \$10.00 until the error is corrected, or, if the problem is determined to be outside the pawnbroker's or secondhand article and jewelry dealer must provide the required

reports pursuant to State Statute and resubmit all such transactions via modem when the error is corrected.

- (4) Regardless of the cause or origin of the technical problems that prevented the pawnbroker or secondhand article and jewelry dealer from uploading the secondhand article and jewelry dealer shall upload every reportable transaction from every business day the problem has existed.
 - (5) The provisions of this section notwithstanding, the RLEA may, upon presentation of extenuating circumstances, delay the implementation of the daily reporting penalty.
 - (6) Subsection (3) shall not apply to businesses that did not have 200 reportable transactions in the past calendar year. However, any such pawnbroker or secondhand article and jewelry dealer must follow the daily reporting procedure for each reportable transaction by submitting a written transaction form approved by the RLEA to the RLEA on the business day following the date of the reportable transaction.
- (5) SEVERABILITY. If any section of this ordinance is found to be unconstitutional or otherwise invalid, the validity of the remaining sections shall not be affected.

Section 2 -

This ordinance shall become effective upon passage and publication.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAFFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: _____ Adopted _____ Defeated _____ Tabled _____

Date: _____

AN ORDINANCE TO CREATE SEC. 30.09 OF THE BROWN
COUNTY CODE ENTITLED "PURCHASE AND SALE OF SCRAP METAL"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 -

Sec. 30.09 of the Brown County Code entitled "PURCHASE AND SALE OF SCRAP METAL" is hereby created to read as follows:

(1) STATUTORY AUTHORITY. This section is created pursuant to authority granted in Section 134.405, Wisconsin Statutes.

(2) DEFINITIONS:

- (a) "Commercial Account" means a commercial enterprise with which a scrap metal dealer maintains an ongoing and documented business relationship.
- (b) "Commercial Enterprise" means a corporation, partnership, limited liability company, business operated by an individual, association, state agency, political subdivision, or other government or business entity, including a scrap metal dealer.
- (c) "Ferrous scrap" means scrap metal, other than scrap metal described in paragraphs (d) to (f), consisting primarily of iron or steel, including large manufactured articles that may contain other substances to be removed and sorted during normal operations of scrap metal dealers.
- (d) "Metal Article" means a manufactured item that consists of metal, is usable for its original intended purpose without processing, repair, or alteration, and is offered for sale for the value of the metal it contains, except that "metal article" does not include antique or collectible articles, including jewelry, coins, silverware, and watches.
- (e) "Nonferrous Scrap" means scrap metal consisting primarily of metal other than iron or steel, but does not include any of the following:
 - 1. Aluminum beverage cans.
 - 2. Used household items.
 - 3. Items removed from a structure during renovation or demolition.
 - 4. Small quantities of nonferrous metals contained in large manufactured items.

(f) "Proprietary Article" means any of the following:

1. A metal article stamped, engraved, stenciled, or otherwise marked to identify the article as the property of a governmental entity, tele-communications provider, public utility, cable operator, as defined in §66.0420 (2) (d) or an entity that produces, transmits, delivers, or furnishes electricity, or transportation, shipbuilding, ship repair, mining, or manufacturing company.
2. A copper conductor, bus bar, cable, or wire, whether stranded or solid.
3. An aluminum conductor, cable, or wire, whether stranded or solid.
4. A metal beer keg.
5. A manhole cover.
6. A metal grave marker, sculpture, plaque, or vase, if the item's appearance suggests the item has been obtained from a cemetery.
7. A rail, switch component, spike, angle bar, tie plate, or bolt used to construct railroad track.

(g) "Scrap Metal" means article; metal removed from or obtained by cutting, demolishing, or disassembling a building, structure, or manufactured item; or other metal that is no longer used for its original intended purpose and that can be processed for reuse in a mill, foundry, or other manufacturing facility.

(h) "Scrap Metal Dealer" means a person engaged in the business of buying or selling scrap metal.

(2) PURCHASES OF FERROUS SCRAP. A scrap metal dealer may purchase scrap metal other than nonferrous scrap, a metal article, or a proprietary article from any person over the age of 18.

(3) PURCHASES OF NONFERROUS SCRAP, METAL ARTICLES, PROPRIETARY ARTICLES.

(a) Subject to paragraph (b), a scrap metal dealer may purchase nonferrous scrap, metal articles, or proprietary articles from any person who is over the age of 18 if all of the following apply:

1. If the seller of nonferrous scrap, metal articles, or proprietary articles is an individual, at the time of the sale, the seller provides to the scrap metal dealer the seller's motor vehicle operator's license or other government-

issued, current photographic identification that includes the seller's full name, current address, date of birth, and recognized identification number. If the seller is not an individual, at the time of the sale, the individual who delivers the seller's nonferrous scrap, metal articles, or property articles provides to the dealer the deliverer's motor vehicle operator's license or other government-issued, current photographic identification that includes the deliverer's full name, current address, date of birth, and recognized identification number.

2. The scrap metal dealer records and maintains at the scrap metal dealer's place of business the seller's or deliverer's identification information described in subd. 1., the time and date of the purchase, the number and state of issuance of the license plate on the seller's or deliverer's vehicle, and a description of the items received, including all of the following:
 - a. The weight of the scrap or articles.
 - b. A description of the scrap or articles that is consistent with guidelines promulgated by a national recycling industry trade organization.
 4. With respect to a purchase of nonferrous scrap or a metal article the scrap metal dealer obtains the seller's signed declaration that the seller is the owner of the items being sold.
 5. With respect to a purchase of a proprietary article, one of the following applies:
 - a. The scrap metal dealer receives from the seller documentation, such as a bill of sale, receipt, letter of authorization, or similar evidence, that establishes that the seller lawfully possesses the proprietary article.
 - b. The scrap metal dealer documents that the scrap metal dealer has made a diligent inquiry into whether the person selling the proprietary article has a legal right to do so, and not later than one business day after purchasing the proprietary article, submits a report to a local law enforcement department describing the proprietary article and submits a copy of the seller's or deliverer's identifying information under subd. 1.
- (b) This subsection does not apply to purchases of nonferrous scrap, metal articles, or proprietary articles by a scrap metal dealer from a commercial account, if the scrap metal dealer creates and maintains

a record of its purchases from the commercial account that includes all of the following:

1. The full name of the commercial account.
 2. The business address and telephone number of the commercial account.
 3. The name of a contact person at the commercial account who is responsible for the sale of nonferrous scrap, metal articles, or proprietary articles to the scrap metal dealer.
 4. The time, date, and value of each of the scrap metal dealer's purchases from the commercial account.
 5. A description of the predominant types of nonferrous scrap, metal articles, or proprietary articles the scrap metal dealer has purchased from the commercial account.
- (c) Except as provided under sub. (4), a scrap metal dealer may disclose personally identifiable information recorded or maintained under this subsection only to a successor in interest to the scrap metal dealer, including a successor in interest that arises as a result of a merger, sale, assignment, restructuring, or change of control.

(4) OTHER PROVISIONS.

- (a) A scrap metal dealer shall make the records required under sub. (3) (a) 2. to 5. and (b) available to a law enforcement officer who presents the agent's credentials at the scrap metal dealer's place of business during business hours. The Sheriff may require scrap metal dealers to submit reports required under (4)(c) in an electronic format.
- (b) A scrap metal dealer shall maintain the records required under sub. (3) (a) 2., 4., and 5. and (b) 4. and 5. for not less than 2 years after recording it. A scrap metal dealer shall maintain the records required under sub (3) (b) 1. to 3. regarding a commercial account for not less than 2 years after the dealer's most recent transaction with the commercial account.
- (c) The sheriff or a law enforcement officer for any municipality in Brown County may request that all scrap metal dealers in the county furnish reports of all purchases of nonferrous scrap, metal articles, and proprietary articles. A scrap metal dealer shall comply with a request under this paragraph by submitting to the requesting law enforcement officer a report of each purchase of nonferrous scrap, metal articles, and proprietary articles not later than the business day following the purchase, including each seller's or deliverer's name, date of birth, identification number, and address, and the number and state of issuance of the license plate on each seller's or deliverer's vehicle.
- (d) Notwithstanding s. 19.35 (1), a law enforcement officer or agency that receives a record under paragraph (a) or a report under paragraph (c) may disclose it only to another law enforcement officer or agency.

- (5) PENALTIES. Failure to comply with any of the provisions of this ordinance shall constitute a violation of this chapter punishable according to the penalties set forth in §1.07 of the Brown County Code of Ordinances.

Section 2 -

This ordinance shall become effective upon passage and publication.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
YANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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CLANCY	20			
WEITZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: _____ Adopted _____ Defeated _____ Tabled _____